

NEBRASKA REAL PROPERTY APPRAISER REQUIREMENTS FOR APPLICANTS NOT CURRENTLY HOLDING APPRAISER CREDENTIALS

ALL PREREQUISITE COURSES (A) MUST BE AT LEAST 15 CLASS HOURS AND TESTED

EFFECTIVE SEPTEMBER 1, 2006

To be **CERTIFIED GENERAL** a person must:

- Complete a total of 180 class hours in approved prerequisite appraisal course work.
 - A minimum of 165 class hours shall be in subjects related to real property appraisal, including courses in appraisal fundamentals, A0002, completed within 5 years of application, non-residential appraisal procedures, income property valuation, narrative report writing or commercial form preparation, and higher level application courses.
 - Fifteen class hours shall be in Uniform Standards of Professional Appraisal Practice completed within two years of application.
- Complete 3,000 hours of appraisal experience over a minimum 30-month period; 1,500 of those hours must be non-residential appraisal experience. Submit log of hours when applying. Sample log form at end of application.
- Submit \$150.00 application fee with the application form. Include two (2) copies of three (3) complete non residential appraisals in summary or self-contained format. At least two reports must include all three approaches to value.
- Pass the required examination.
- Pay the annual Certified General fee of \$225.00.
- Also pay a Federal Registry fee of \$25.00.

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To be **CERTIFIED RESIDENTIAL** a person must:

- Complete a total of 120 class hours in approved prerequisite appraisal course work.
 - A minimum of 105 class hours shall be in subjects related to real property appraisal, including courses in appraisal fundamentals, A0002, completed within five (5) years of application, residential appraisal procedures, residential form preparation, income property valuation.
 - Fifteen class hours shall be in Uniform Standards of Professional Appraisal Practice completed within two years of application.
- Complete 2,500 hours of appraisal experience over a minimum 24-month period; 1,500 of those hours must be residential appraisal experience. Submit log of hours when applying. Sample log form at end of application.
- Submit \$150.00 application fee with the application form. Include two (2) copies of three (3) appraisal reports representing a two-four family unit, a 0-20 year old residence and a residence over 20 years. Reports must be complete appraisals in summary or self-contained format.
- Pass the required examination.
- Pay the annual Certified Residential fee of \$225.00.
- Also pay a Federal Registry fee of \$25.00.

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To be **LICENSED** a person must:

- Complete a total of 90 class hours in approved prerequisite appraisal course work.
 - A minimum of 75 class hours shall be in courses selected from the real property appraisal, including 30 hours in appraisal fundamentals, A0002, completed within five (5) years of application, 30 hours of appraisal procedures, and 15 hours of report writing or form reporting.
 - Fifteen class hours shall be in Uniform Standards of Professional Appraisal Practice completed within two years of application
- Complete 2,000 hours of appraisal experience over a minimum 24 month period. Submit log of hours when applying. Sample log form at end of application.
- Submit \$150.00 application fee with the application form. Include two (2) copies of three (3) appraisal reports. Reports must be complete appraisals in summary or self-contained format.
- Pass the required examination.
- Pay the annual License fee of \$225.00.
- Also pay a Federal Registry fee of \$25.00.

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To be **REGISTERED** a person must:

- Complete a total of 90 class hours in approved prerequisite appraisal course work.
 - A minimum of 60 hours shall be in courses selected from the real property appraisal, including 30 hours in appraisal fundamentals, A0002, completed within five (5) years of application, 30 hours of appraisal procedures and 15 hours form preparation or report writing.
 - Fifteen hours shall be in Uniform Standards of Professional Appraisal Practice completed within two years of application.
- Submit \$150.00 application fee and application form.
- Pass the required examination.
- Pay the annual Registered fee of \$100.00.

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To facilitate the application process, the Nebraska Appraiser Board will use the following procedures in reviewing applications:

1. Upon completion of education and experience, contact the Appraiser Board for an application form. The application must be completed, notarized and returned to the Board. Application fee of \$150.00 is non-refundable.
2. Application will be reviewed by the Board. If the Board determines that the applicants meets the education and experience requirements, the applicant will be notified by mail that he or she is eligible to take the examination.
3. Instructions on registering for the examination will be mailed to the applicant. Must include e-mail address on application.
4. Examination fee is paid to testing company.
5. Applicant takes the examination. Upon successful completion of examination, the applicant mails the ORIGINAL pass document to the office. Staff will notify applicant of the next step toward becoming Registered, Licensed, Certified Residential, or Certified General real property appraiser.

NOTE: An applicant shall be at least 19 years of age and shall not have been convicted of any felony, or if so convicted, have had his or her civil rights restored and furnish proof which, upon investigation, demonstrates that he or she has good character and a reputation for honesty and integrity. Fee and staff appraisals submitted for experience credit shall comply with the Uniform Standards of Appraisal Professional Practice.

**NEBRASKA REAL PROPERTY APPRAISER REQUIREMENTS
FOR INDIVIDUALS CURRENTLY HOLDING A REGISTRATION,
LICENSE, OR CERTIFIED RESIDENTIAL CREDENTIAL
TO MOVE TO ANOTHER CLASSIFICATION**

EFFECTIVE JANUARY 2006

ALL PREREQUISITE COURSES (A) MUST BE AT LEAST 15 CLASS HOURS AND TESTED

To be **CERTIFIED GENERAL** a person must:

- Complete a total of 180 class hours in approved prerequisite appraisal course work.
 - A minimum of 165 class hours shall be in subjects related to real property appraisal, including courses in appraisal fundamentals, A0002, non-residential appraisal procedures, income property valuation, narrative report writing or commercial form preparation, and higher level application courses.
 - Fifteen class hours shall be in Uniform Standards of Professional Appraisal Practice completed within two years of application.
- Complete 3,000 hours of appraisal experience over a minimum 30-month period; 1,500 of those hours must be non-residential appraisal experience. Submit log of hours when applying. Sample log form at end of application.
- Submit \$150.00 application fee and application form. Include two (2) copies of three (3) complete non residential appraisals in summary or self-contained format. At least two reports must include all three approaches to value.
- Pass the required examination.
- Pay the annual Certified General fee of ~~\$225.00~~.
- Also pay a Federal Registry fee of \$25.00.

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To be **CERTIFIED RESIDENTIAL** a person must:

- Complete a total of 120 class hours in approved prerequisite appraisal course work.
 - A minimum of 105 class hours shall be in subjects related to real property appraisal, including courses in appraisal fundamentals, A0002, residential appraisal procedures, residential form preparation, income property valuation.
 - Fifteen class hours shall be in Uniform Standards of Professional Appraisal Practice completed within two years of application.
- Complete 2,500 hours of appraisal experience over a minimum 24-month period; 1,500 of those hours must be residential appraisal experience. Submit log of hours when applying. Sample log form at end of application.
- Submit \$150.00 application fee and application form. Include two (2) copies of three (3) appraisal reports representing a two-four family unit, a 0-20 year old residence and a residence over 20 years. Reports must be complete appraisals in summary or self-contained format.
- Pass the required examination.
- Pay the annual Certified Residential fee of ~~\$225.00~~.
- Also pay a Federal Registry fee of \$25.00.

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To be **LICENSED** a person must:

- Complete a total of 90 class hours in approved prerequisite appraisal course work.
 - A minimum of 75 class hours shall be in courses selected from the real property appraisal core curriculum. A 30-hour appraisal fundamentals course, A0002, is required. Appraisal fundamentals must have been completed within five years of initial credentialing.
 - Fifteen class hours shall be in Uniform Standards of Professional Appraisal Practice completed within two years of application
- Complete 2,000 hours of appraisal experience over a minimum 24 month period. Submit log of hours when applying. Sample log form at end of application.
- Submit \$150.00 application fee and application form. Include two (2) copies of three (3) appraisal reports. Reports must be complete appraisals in summary or self-contained format.
- Pass the required examination.
- Pay the annual License fee of ~~\$225.00~~.
- Also pay a Federal Registry fee of \$25.00.

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1. Upon completion of education and experience, contact the Appraiser Board for an application form. The application must be completed, notarized and returned to the Board. Application fee of \$150.00 is non-refundable.
2. Application will be reviewed by the Board. If the Board determines that the applicants meets the education and experience requirements, the applicant will be notified by mail that he or she is eligible to take the examination.
3. Instructions on registering for the examination will be mailed to the applicant. Must include e-mail address on application.
4. Examination fee is paid to testing company.
5. Applicant takes the examination. Upon successful completion of examination, the applicant mails the ORIGINAL pass document to the office. Staff will notify applicant of the next step toward becoming a Licensed, Certified Residential, or Certified General real estate appraiser.

NOTE: An applicant shall be at least 19 years of age and shall not have been convicted of any felony, or if so convicted, have had his or her civil rights restored and furnish proof which, upon investigation, demonstrates that he or she has good character and a reputation for honesty and integrity. Fee and staff appraisals submitted for experience credit shall comply with the Uniform Standards of Professional Appraisal Practice.

FOR BOARD USE ONLY

Doc. # _____

Receipt # _____

Card & Fed # _____

NEBRASKA REAL PROPERTY APPRAISER BOARD

APPLICATION

FOR NEBRASKA REAL PROPERTY APPRAISER

FOR BOARD USE ONLY

Approved by _____

Date Granted _____

Doc Mailed _____

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CERTIFIED GENERAL / CERTIFIED RESIDENTIAL / LICENSE / REGISTERED

APPLICANT DATA MUST BE COMPLETED BY ALL APPLICANTS: In support of this application, I make the following statements under oath:
In compliance with the provisions of the Nebraska Real Property Appraiser Act, I hereby make application for the appraiser classification indicated by the X below:

() CERTIFIED GENERAL () CERTIFIED RESIDENTIAL () LICENSE () REGISTERED

1. NAME _____
Last First Middle

2. RESIDENCE ADDRESS _____
Street Number City
County State Zip Code Area Code Telephone Number

3. BUSINESS NAME _____
Street Address City State Zip Code
County Area Code Telephone Number Fax Number E-mail Address

4. General Education Background:
High School _____
Name & Location of school from which you graduated.
If holder of a certificate of Equivalency, give name and location of institution and date received.

5. List all professional registrations/licenses/certificates (including, but not limited to appraiser, real estate broker, real estate salesperson, law, insurance, securities)
That you presently hold or **previously** have held in Nebraska or any other state. If none, so state: _____
Kind _____ State _____ Dates: From _____ to _____
Kind _____ State _____ Dates: From _____ to _____
Use Separate sheet to include additional licenses/certificates.

- a. Have any of your applications for registration/license/certificate or the right to renew or reinstate been the object of disciplinary action, including revocation, suspension, or formal censure; or have you been otherwise disciplined by any licensing authority in Nebraska or any other state?

☐ YES ☐ NO
- b. Are there any complaints, pending against you as a real property appraiser or as a licensee in any other professional discipline in Nebraska or any other state?

☐ YES ☐ NO
- c. Have you ever been convicted of a felony? (Give details on separate sheet of paper.)

☐ YES ☐ NO
- If yes, have your civil rights been restored? (Attach court documents or restoration.)

☐ YES ☐ NO
6. If your answer to any of the following questions is YES, give names of all parties involved; the Court, location, date filed, nature of the suit and brief statement of all significant details on separate sheet. DO NOT include small claims court, domestic relations court, automobile accident cases, or traffic court cases.

a. Have you ever been engaged in any lawsuits involving real estate, either as plaintiff or defendant?

☐ YES ☐ NO

b. Have you been named as a defendant in any lawsuits?

☐ YES ☐ NO

c. Are there any lawsuits pending against you?

☐ YES ☐ NO

d. Have judgments been rendered against you in any lawsuits?

☐ YES ☐ NO
7. If your answer to any of the following questions is YES, give the Court, location, date filed, charge, disposition, and brief statement of all significant details on separate sheet.

a. Have you been convicted of any criminal offenses, other than minor traffic violations?

☐ YES ☐ NO

b. Are there any criminal charges other than minor traffic violations pending against you?

☐ YES ☐ NO

SECTION I

I-A (FOR CERTIFIED GENERAL REAL PROPERTY APPRAISER)

1. Have you successfully completed a 15 class hour Uniform Standards of Professional Practice course in the past two (2) years?

☐ YES☐ NO

2. Do you have an additional 165 classroom hours in approved real property appraisal courses, including a 30-hour capitalization course, and 15 hours in narrative writing? (Total 180 class hours)

☐ YES☐ NO

3. Do you have 3,000 hours of appraisal experience over a minimum 30-month period?

☐ YES☐ NO

4. Within the 3,000 hours, do you have 1,500 hours in non-residential appraisal experience?

☐ YES☐ NO

Note: If all answers are YES, go to Section II.

A NO response to any of the above questions disqualifies you for CERTIFIED GENERAL. However, you may qualify for classification as a CERTIFIED RESIDENTIAL real property appraiser, LICENSED real property appraiser, or a REGISTERED appraiser. Go to I-B.

I-B (FOR CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER)

1. Have you successfully completed a 15 class hour Uniform Standards of Professional Practice course in the past two (2) years?

☐ YES☐ NO

2. Do you have an additional 105 classroom hours in approved real property appraisal courses, including a 30-hour residential appraisal course and 15 hour residential report writing course? (Total 120 class hours)

☐ YES☐ NO

3. Do you have 2,500 hours of appraisal experience over a minimum 24-month period?

☐ YES☐ NO

4. Within the 2,500 hours, do you have 1,500 hours in residential appraisal experience?

☐ YES☐ NO

Note: If all answers are YES, go to Section II.

A NO response to any of the above questions disqualifies you for CERTIFIED RESIDENTIAL. However, you may qualify for classification as a LICENSED real property appraiser or a REGISTERED appraiser. Go to I-C.

I-C (FOR LICENSED REAL PROPERTY APPRAISER)

1. Have you successfully completed a 15 class hour Uniform Standards of Professional Practice course in the past two (2) years?

☐ YES☐ NO

2. Do you have an additional 75 classroom hours in approved real property appraisal courses, including 30 hours in appraisal fundamentals or higher level and report writing? (Total 90 class hours)

☐ YES☐ NO

3. Do you have 2,000 hours of appraisal experience over a minimum 24-month period?

☐ YES☐ NO

Note: If all answers are YES, go to Section II.

A NO response to any of the above questions disqualifies you for LICENSE. However, you may qualify for classification as a REGISTERED appraiser. Go to I-D.

I-D (FOR REGISTERED REAL PROPERTY APPRAISER)

1. Have you successfully completed a 15 class hour Uniform Standards of Professional Practice course in the past two (2) years?

☐ YES☐ NO

2. Do you have, an additional 75 classroom hours in approved real property appraisal prerequisite courses, including 30 hours in appraisal fundamentals A0002 and 15 hours from preparation or report writing.? (Total 90 class hours).

☐ YES☐ NO

Note: If all answers are YES, go to Section II.

I am, or will be, training under the supervision of _____

(NAME)

(PHONE)

SECTION II (ALL APPLICANTS MUST COMPLETE) Statutory Education Requirements

I have successfully completed the following pre-education real property appraisal courses. Please do not list non-tested continuing education seminars. Use separate sheet if necessary.

ATTACH TRANSCRIPTS AND/OR OTHER DOCUMENTS OF COMPLETION					
Pre Education Course Title And Appraiser Board Number	Name of School/Provider	Location (City/State)	Date Completed	Did You Pass Exam	Class Hours

TOTAL CLASS HOURS _____

SECTION III

EMPLOYMENT RECORD

List below the positions you have held starting with your present employment. If more than one position or classification has been with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties" describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. If you need more space, attach a separate sheet of paper.

EMPLOYMENT INFORMATION	DESCRIPTION OF DUTIES
Employer/Kind of Business	Position Title
Street Address	Specific Duties
City, State, Zip	Appraisal Experience in this job
Immediate Supervisor/Title Phone	
Dates of Employment (Month, Year) FROM: TO:	
Total Employed: <input type="checkbox"/> Part-time Hours Worked Years: Months: Per Week: <input type="checkbox"/> Full-Time:	
Employer/Kind of Business	Position Title
Street Address	Specific Duties
City, State, Zip	Appraisal Experience in this job
Immediate Supervisor/Title Phone	
Dates of Employment (Month, Year) FROM: TO:	
Total Employed: <input type="checkbox"/> Part-time Hours Worked Years: Months: Per Week: <input type="checkbox"/> Full-Time:	
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Immediate Supervisor/Title Phone	
Dates of Employment (Month, Year) FROM: TO:	
Total Employed: <input type="checkbox"/> Part-time Hours Worked Years: Months: Per Week: <input type="checkbox"/> Full-Time:	
Employer/Kind of Business	Position Title
Street Address	Specific Duties
City, State, Zip	Appraisal Experience in this job
Immediate Supervisor/Title Phone	
Dates of Employment (Month, Year) FROM: TO:	
Total Employed: <input type="checkbox"/> Part-time Hours Worked Years: Months: Per Week: <input type="checkbox"/> Full-Time:	

SECTION IV

LICENSE SUSPENSION ACT, LAWS OF NEBRASKA, 1997 MANDATORY RELEASE OF SOCIAL SECURITY NUMBER DATA REQUIRED BY THE PRIVACY ACT OF 1974

Effective September 13, 1997, the Real Property Appraiser Act (Neb. Rev. Stat § 76-2201 to 76-2250) requires the social security number of all applicants. Pursuant to the License Suspension Act (Neb. Rev. Stat § 43-3301 to 43-3324, the Real Property Appraiser Board is required to submit this information to the Nebraska Department of Health and Human Services. Provision of this information is mandatory. The information will be used to assist authorized agencies in the enforcement of child, spousal, and medical support orders against holders of professional, occupational, and recreational licenses. Disclosure is mandatory for all individuals, regardless of whether the individual has ever been ordered to pay support.

My social security number is _____

(APPLICANT MUST SIGN AND ACKNOWLEDGE THE FOLLOWING AFFIDAVIT BEFORE AN OFFICER COMPETENT TO ADMINISTER OATH.)

Affidavit of Applicant

The foregoing statements are made for the purpose of procuring a Nebraska Real Property Appraiser Registration, License, Residential Certificate or General Certificate. I hereby consent that these statements may be used as evidence by the Real Property Appraiser Board of the State of Nebraska, or in any court in Nebraska where a violation of the said Real Property Appraiser Act is claimed, and that the application, representations and statements made herein to procure a Real Property Appraiser Registration, License, Residential Certificate or General Certificate may at any time be used in evidence.

I have read and will comply with the Standards of Professional Appraisal Practice and the ethical rules established by the Real Property Appraiser Act. I hereby certify that I understand the types of misconduct for which disciplinary proceedings may be initiated.

I also expressly agree that the Nebraska Real Property Appraiser Board reserves the right to go outside this application for information as to my trustworthiness and competency to act as a Real Property Appraiser in the State of Nebraska.

I also hereby authorize any agency of federal, state or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation or association, in this or any other state, to furnish to the Nebraska Real Property Appraiser Board, or its representatives, any information bearing upon my reputation for honesty, trustworthiness, integrity and competence to transact business of a real property appraiser in such manner as to safeguard the interest of the public. Such information may include, but is not limited to, records of arrests for criminal offenses, the circumstances involved in any such arrests, the suspension or revocation of any license authorizing me to engage in any profession or occupation, or the rejection of my application for such license, and the reason for such suspension, revocation or rejection.

I attest that I am at least 19 years of age.

I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I HAVE NOT SUPPRESSED ANY INFORMATION THAT MIGHT HAVE A BEARING ON THIS APPLICATION.

SIGN HERE _____
(Signature of Applicant)

State of _____)
) ss.
)
County of _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20 ____.

By _____
(Name of Applicant)

Staple signed photo here.

Notary Public

SEAL

1. Attach a \$150.00 (non-refundable) application fee.
2. Attach a recent passport type photo of applicant.
3. Enclose course completion documents.
4. If experience is required for the credential, attach a copy of your work log.
5. Mail to: Nebraska Real Property Appraiser Board
301 Centennial Mall South, Lower Level
P. O. Box 94963
Lincoln, Nebraska 68509-4963
6. Application will be returned if all requirements are not met.

APPRAISER EXPERIENCE LOG

EFFECTIVE DATE	PROPERTY IDENTIFICATION (Legal Description or Address)	CLIENT/INTENDED USERS	PROPERTY TYPE (Residential, Commercial, Ag.)	COMPLEXITY	HOURS (By Trainee)	HOURS (By Supervisor)	TOTAL HOURS	SUPERVISOR (Last Name)

Applicant’s Signature

Date Submitted

Supervisor’s Signature